



Edit Position Restrictions – Update the MS-22 for a Position

Business Process Overview

Use the Edit Position Restrictions business process to update the position description for a filled or unfilled position.

Some Position Description information will be entered in the system using the Edit Position Restrictions process while others will come from other system data, including:

	Value	Where does it come from in Workday?
1	Does the position supervise?	Derived from whether the Position has other Positions reporting to it on the Supervisory Organization
2	Does the position lead?	Derived from the Job Profile Management Level "Lead"
3	List the names and classifications of the employees this position supervises	Derived from the Supervisory Organization structure.
4	Is Position designated as a Special Appointment?	Populated from the position Organization Assignments.

The steps in the Edit Position Restrictions – Update MS-22 business process are listed in the table below.

Process Steps	Role	Description
Initiate the process	HR Coordinator	Enter the job description and position responsibilities and submit for approval.
Agency Approvals	HR Partner	Review and approve or deny transaction
	Appointing Authority Partner	Review and approve or deny transaction.

Events and Reasons

Select the "Change in Position> Update MS-22" reason when updating position description details for a position.

The screenshot shows the 'Position Change Reason' dropdown menu in the Workday system. The menu is open, displaying a search bar and a list of options. The option 'Change In Position > Update MS-22' is highlighted with a red box. Other visible options include 'Change In Position > Change Location', 'Change In Position > Reconsolidate a Split Position', and 'Change In Position > Split A Position'. The background shows the 'Position Details' section with fields for 'Last Updated' (10/16/2014), 'Job Posting Title' (UI Claim Center Assoc II), 'Available For Hire' (checkbox), and 'Hiring Freeze' (checkbox). There are also tabs for 'Hiring Restrictions' and 'Qualifications'.



Information: If you need to change the Job Profile associated with the position, use the Edit Position Restriction > Reclassification reason where you will update the Job Profile and then update the associated Position Description.



Before you begin

You will need the following information to update the MS-22 for a position:

- Position Description details (as applicable) including:
 - Job Description (Main Purpose of the Job)
 - Work Experience
 - Nature of Supervision Received
 - Working Conditions
 - Responsibilities:
 - Essential Job Functions and Other Assigned Duties
 - Level, Frequency, and Purpose of Work Contacts
 - Decisions and Recommendations
 - Performance Standards

Update the MS-22 for a Position

The procedure to request an update to the MS-22 for a position follows.

Procedure:

1. Search for the position.

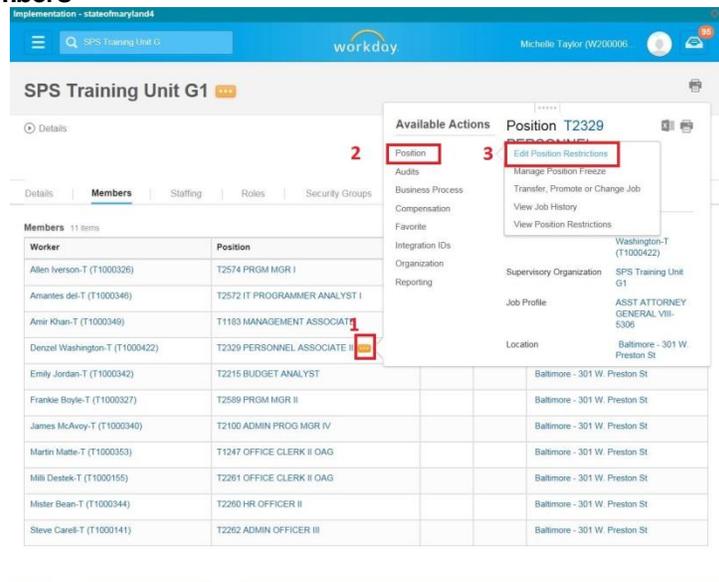


Tip: To find the position you want to update....

- Type the position number in the search field (and click the All of Workday category on the left), OR
- Find the position in the supervisory organization on the **Staffing** or **Members** tab, OR
- Find the position on the **SPMS View All Positions** report.

2. Click on the Related Actions and Preview  button next to the position.

Organization Members



Worker	Position	Location
Allen Iverson-T (T1000326)	T2574 PRGM MGR I	Baltimore - 301 W. Preston St
Amanias del-T (T1000346)	T2572 IT PROGRAMMER ANALYST I	Baltimore - 301 W. Preston St
Amir Khan-T (T1000349)	T1183 MANAGEMENT ASSOCIATE I	Baltimore - 301 W. Preston St
Denzel Washington-T (T1000422)	T2329 PERSONNEL ASSOCIATE I	Baltimore - 301 W. Preston St
Emily Jordan-T (T1000342)	T2215 BUDGET ANALYST	Baltimore - 301 W. Preston St
Frankie Boyle-T (T1000327)	T2588 PRGM MGR II	Baltimore - 301 W. Preston St
James McAvoy-T (T1000340)	T2100 ADMIN PROG MGR IV	Baltimore - 301 W. Preston St
Martin Matte-T (T1000353)	T1247 OFFICE CLERK II OAG	Baltimore - 301 W. Preston St
Miki Destek-T (T1000155)	T2261 OFFICE CLERK II OAG	Baltimore - 301 W. Preston St
Moler Bean-T (T1000344)	T2260 HR OFFICER II	Baltimore - 301 W. Preston St
Steve Careb-T (T1000141)	T2262 ADMIN OFFICER III	Baltimore - 301 W. Preston St

3. In the menu, hover over Position/Position Restrictions and then click Edit Position Restrictions.



Information: If the position is filled, the Available Action on menu will be "Position". If the position is unfilled, the Available Actions on the menu will be "Position Restrictions".



Edit Position Restrictions

4. Type or select Change In Position > Update MS-22 in the Position Change Reason field.
5. Update one or more of the following fields on the **Hiring Restrictions** and/or the **Qualifications** tab:
 (click the tab indicated in the table below to update the corresponding position information)

Tab	Section/Field	Data to Enter/Update
Hiring Restrictions	Job Description	Enter/update the main purpose of the position. Example: The main purpose of this position is to provide administrative support services to the Director of agency. In addition, support services are also provided to the units within the Agency.
Qualifications NOTE: Click the Plus  icon to add a new row. Click the Minus  icon to delete a row.	Work Experience	Add/update one or more of the following types of Work Experience and the corresponding Experience Level, if applicable. <ul style="list-style-type: none"> • Nature of Supervision Received (add one) Examples: General Supervision Close Supervision Managerial Supervision Moderate Supervision • Working Conditions (add all that apply) Examples: Working Conditions – Hazardous Conditions Working Conditions – Physical Demands Working Conditions – Protective Equipment Working Conditions – Surroundings



Tab	Section/Field	Data to Enter/Update
<p>Qualifications</p> <p>NOTE:</p> <p>Click the Plus  icon to add a new row.</p> <p>Click the Minus  icon to delete a row.</p>	<p>Responsibility</p>	<p>Add/update one or more of the following responsibility types:</p> <ul style="list-style-type: none"> • Job Duties and % Time and/or Weight of Importance <p>NOTE: Each job duty listed must include the words "JOB DUTIES:" in bold font and the % Time or Weight of Importance as a title before listing the job duty. See examples below.</p> <p>Examples: JOB DUTIES: 20%: 1. Solicitation Design: Analyzing legislation and industry-sector best practices to draft solicitations for grant proposals.</p> <p>JOB DUTIES: 3: Manages and oversees all system related activities, including, but not limited to, project management, requirements analysis, fit/gap, design, development, implementation, business process re-engineering, testing, security and all aspects of change management.</p> <hr/> <p>Add/update one or more of the following responsibility types:</p> <ul style="list-style-type: none"> • Level, Frequency, and Purpose of Work Contacts: <p>NOTE: The title "LEVEL, FREQUENCY AND PURPOSE OF WORK CONTACTS:" must be displayed in bold font before listing work contact information. See examples below.</p> <p>Examples: LEVEL, FREQUENCY AND PURPOSE OF WORK CONTACTS: This position will have daily contact with the agency and other state government and education staff members. Regular contacts are made with stakeholders including industry employers, educators, executive directors of non-profits, labor unions, and two high level administrators at two and four year institutions of higher learning and policy makers in philanthropy.</p> <p>LEVEL, FREQUENCY AND PURPOSE OF WORK CONTACTS: IT Systems Technical Specialist Supervisors Daily contact regarding current assignments and project analysis</p> <p>IT Development Unit Supervisors Weekly contact during project overviews and clarifications</p>



Tab	Section/Field	Data to Enter/Update
<p>Qualifications</p> <p>NOTE:</p> <p>Click the Plus  icon to add a new row.</p> <p>Click the Minus  icon to delete a row.</p>	<p>Responsibility</p>	<p>Add/update one or more of the following responsibility types:</p> <ul style="list-style-type: none"> • Decisions and Recommendations <p>NOTE: The title “DECISIONS AND RECOMMENDATIONS:” must be displayed in bold font before listing decision and recommendation information. See examples below.</p> <p>Example: DECISIONS AND RECOMMENDATIONS: Recommend design, requirement and logic for project requests to Supervisor and Project Manager</p> <p>Recommend path for project design and implementation to Supervisor and Project Manager</p> <hr/> <p>Add/update one or more of the following responsibility types:</p> <ul style="list-style-type: none"> • Performance Standards <p>NOTE: The title “PERFORMANCE STANDARDS:” must be displayed in bold font before listing performance standards. See examples below.</p> <p>Examples: PERFORMANCE STANDARDS: Ensure that a comprehensive solicitation for implementation grant proposals is written, vetted and approved in a timely manner.</p> <p>PERFORMANCE STANDARDS: Standards necessary for satisfactory performance are as follows:</p> <p>* Weekly time sheet processing on the dates required by the supervisor and lead worker. * File Maintenance must be kept current for any questions that may arise pertaining to employee’s status. Current means not more than one pay period behind in filing.</p>



Tips: Use the tips listed below to update the position responsibilities:

- Click in the text field to edit the text.
- To format the text or view in a larger window...

- Click the  button.
- Use the formatting tools, as needed.



- Click the maximize  icon to expand text field and view a larger window.
- Click the restore  icon to minimize the text field. **NOTE:** You need to click this icon to save your updates.
- Click the [Done](#) hyperlink when you are finished updating the text.

6. Click the **Submit**  button. This will submit the position description updates and route to the next step in workflow.



Tip: If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click **Save for Later** to save your changes but not submit. Go to the **Actions** tab in your Inbox to retrieve the task.
- Click **Cancel** to discard your changes and start at another time.

7. Click the **Done**  button.
8. The System Task is complete.